

## **Ray-Cam Co-operative Association**

Ray-Cam Co-operative Centre is a Community Centre located in the heart of Downtown Eastside/Strathcona community. We operate programs and services, which effectively advance the opportunity and abilities of children, youth, families and seniors in our community.

### **Job Posting Title**

Recreation Facility Clerk

### **Application Close**

Dec. 15, 2022

### **Employment Type**

Regular Part Time

### **Affiliation**

CUPE Local 15 Bargaining Unit (VMECW)

### **Position Start Date**

Jan. 3, 2023

### **Salary Information**

Pay Grade 15: \$26.87-\$31.56

### **Main Purpose & Function**

This position is involved in organizing and monitoring the operation of the administrative support/customer service area of the community center.

### **Specific Duties & Responsibilities**

The successful candidate will oversee all cash handling functions & weekly bank deposits; process hourly payroll and other related/personnel information; process Association Sage300 accounts payable and receivables; reconcile accounts: develop and implement new and/or improved office methods and procedures; oversee registration, facility rentals and other related duties. The position supervises and reviews the work of clerical staff and other community centre workers who are assigned to the administrative area. The successful incumbent will be involved with preparing and assigning shift schedules; providing training; and conducting other duties as assigned.

### **Qualifications**

- Completion of Grade 12, supplemented by business courses or office training combined with related experience, preferably experience in supervising the work of subordinates, processing payroll, and handling cash. Experience with corporate cash handling procedures and policies preferred. Experience with accounting software such as Sage 300 is considered an asset.

### **Knowledge, Skills, & Abilities**

- Knowledge of ActiveNet, SAP, and Microsoft Office are an asset.
- Considerable knowledge of facility programs and of department rules, regulations, policies and procedures related to the work performed.

- Considerable knowledge of cash register and cash handling procedures, principles and practices required.
- Working knowledge of office practices and the use of standard office equipment.
- Working knowledge of business communication.
- Demonstrated ability to work with team members and proactively provide additional support.
- Demonstrated ability to multi-task and to provide welcoming customer service despite constant interruptions.
- Ability to schedule, assign, supervise, train, review and participate in the work of clerical and cashier subordinates, and to participate in the hiring and evaluation of same.
- Ability to relieve program staff of office detail and organize and prioritize office work.
- Ability to oversee facility operations in the absence of the Supervisor, to exercise initiative and make decisions in accordance with applicable rules, regulation and policies.
- Ability to prepare and maintain a variety of records, files and correspondence related to the work performed and to prepare periodic statistical and narrative reports from such materials.
- Ability to understand and interpret oral and written instructions and to perform duties with minimal direct supervision.
- Ability to communicate in a tactful and diplomatic manner as well as understand the needs of a diverse client group. Ability to develop and implement new and/or improved office methods and procedures.

This is a 20-hour a week position and shifts will vary between 9am to 5pm. A Police Records Check is a requirement of this position. A clearance requires the absence of any charges or convictions related to this position.

The RayCam Cooperative Association has a COVID-19 Mandatory Vaccination Policy. All external applicants applying to the RayCam Cooperative Association are required to be fully vaccinated as a condition of hire and subject to this policy as a condition of ongoing employment. Candidates may only be exempted from this requirement if they request and are approved for an accommodation based on a reason related to a Human Rights Code ground (such as disability). Such a request must be made during, not after, the recruitment process.

At the RayCam, we are committed to recruiting a diverse workforce that represents the community we so proudly serve. Indigenous applicants, people of colour, all genders, LGBT2Q+ and persons with disabilities are encouraged to apply. Accommodations will be provided upon request during the selection process.

**To apply: email resume and cover letter to [raycamcc@vancouver.ca](mailto:raycamcc@vancouver.ca) subject line to read "Hiring Committee- Recreation Facility Clerk".**